

Rescheduling Parental Guidance Conference

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you that the parental guidance conference originally scheduled for [original date and time] needs to be rescheduled due to [reason for rescheduling].

We would like to propose a new date and time for the conference: [new proposed date and time]. Please let us know if this works for you or if you would prefer a different time.

Thank you for your understanding and flexibility. We look forward to meeting with you soon to discuss [child's name/subject of conference].

If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]